



## RISK ASSESSMENT

A risk assessment is a systematic evaluation of risks pertaining to a specific event or activity. The information provided informs Council about the safety considerations and provisions you have made as part of your involvement as a stallholder.

As this event is on Council land, the Council needs assurance that both the event organisers and stallholders have done everything in their power to ensure the safety of all customers and visitors attending. As this risk assessment is generic you may need to add additional event specific details.

Each potential hazard relating to your stall/activity carried out at this event will need to be graded with a risk severity and risk likelihood before and after control measures are in place. A full risk matrix is attached to help you assess risk severity and likelihood.

### RISK SEVERITY

- **EXTREME RISK** Fatality or permanent disability
- **HIGH RISK** Major injury, long term illness or significant public liability risk
- **MEDIUM RISK** Medical treatment, time off work or medium public liability risk
- **LOW RISK** May require first aid or low public liability risk
- **NO RISK** Couldn't cause injury or present a public liability

### RISK LIKELYHOOD

- 5 VERY LIKELY
- 4 LIKELY
- 3 UNLIKELY
- 2 VERY UNLIKELY
- 1 PRACTICALLY IMPOSSIBLE



## RISK ASSESSMENT

Event: Gloucester Twilight Christmas Community Markets  
 Date of Event: Thursday 26<sup>th</sup> November, 2020

Activity	Potential Hazard	Risk Grade Before	Required hazard control	Risk Grade After
Set up of site for the event	Site workers or pedestrians being struck by traffic or vehicles entering the site.		All vehicles to enter and exit via a central point. A 10km speed limit applied to all vehicles entering the site. Ask for assistance when reversing to ensure pedestrian safety.	
Set up of site for the event	Manual handling strains		Never lift more than 20kgs. Use two person lift or lifting devices such as trollies for heavy items. Avoid twisting whilst lifting.	
Set up of site for the event	Slips and trips on cables		All leads and cable must be secured in a manner so as to not create a trip hazard	
Set up of site for the event	Gazebo/Marquis/ Tent guy ropes & pegs		All ropes to have bright coloured ribbon hanging from them so as to ensure they are visible. Avoid ropes in high pedestrian traffic areas. All pegs to be covered with high visibility caps or cloths.	
Sun exposure	Sunburn		Ensure that there is shade available for customers. Advise to bring hats and sunscreen if the event is held outdoors	
Sun exposure	Heat exhaustion		Ensure there is drinking water available	
Storm event	Unsecured items may become airborne.		Ensure all loose items are secure.	
Storm event	Slippery surfaces due to water		Advise all customers to take extra caution due to walking surfaces being slippery.	
Storm event	Electrical cables exposed during severe rain		Use weather proof extension cables and ensure all cable connections are raised off the floor.	



<b>General operation</b>	Sprains – ankle, knee, wrist		Ensure trip hazards are reduced. In the event of a sprain or break. First aid officer to evaluate and treat the injury. Contact an ambulance if needed.	
<b>General operation</b>	Electric shock		All electrical items must be “Tested & Tagged” in date as per AS3760	
<b>General operation</b>	Cuts & abrasions		Remove or label all potential sharp hazards or trip hazards. First aid officer to evaluate and treat the injury. Contact an ambulance if needed.	
<b>General operation</b>	Exposure to chemicals		Remove or safely secure all potential Chemical hazards. First aid officer to evaluate and treat the injury. Contact an ambulance if needed.	
<b>Emergency / Evacuation</b>	Fire		An emergency evacuation plan has been developed for this event. The manager of this event will coordinate any event requiring evacuation.	
<b>Emergency / Evacuation</b>	Medical emergency		All injuries, however small must be recorded in an injury book kept with the first aid kit. All injuries to be evaluated by the First Aid Officer, an ambulance to be called if necessary.	